

BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

QUARTERLY PROGRESS REPORT

Cooperative Agreement Number: *(insert brownfields cooperative agreement number)*

Reporting Period: *(insert timeframe)*

Report Number: *(This number should ideally correspond to the number of quarters since the pilot was awarded.)*

Date Submitted: *(Reports are due to be submitted within 30 days of the close of each Federal fiscal quarter)*

Prepared for:
(name, office/department, and address of pilot)

Prepared by:
(name, address, and phone number of person or entity administering the pilot)

Submitted to:

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1. PROJECT PROGRESS

Progress reported in this section will clearly identify only those activities performed during the reporting period that were undertaken with EPA funds, and will relate EPA-funded activities to the objectives and milestones agreed upon in the pilot workplan.

1.1 Status of Activities During the Reporting Period

Describe the work accomplished during the reporting period. Activities (tasks, subtasks, outputs, objectives, milestones, etc.) agreed upon in the pilot workplan should be listed here in the order in which they appear in the workplan. A description of work accomplished (or ongoing) during the reporting period should follow each activity. You may also summarize the status of each activity from prior reporting periods.

Please also explain in this section any delays or other problems (if any) encountered during this reporting period for each activity, and describe the corrective measures that are planned. Also mention what kind of assistance (such as training or technical support) is needed to address these problems in the future.

1.2 Modifications to the Workplan

Include a description of any modifications to the workplan that were approved during the reporting period. Also mention in this section modifications to the workplan that will be proposed in the next reporting period. If none, please state so. [Please note that mentioning a proposed modification or item requiring approval in the quarterly progress report does not satisfy the requirement for submitting a request to EPA.] *Modifications requiring approval include changes to the budget and the approved scope of work. Other items requiring approval, such as selection of pilot sites, are identified under the terms and conditions of the cooperative agreement.*

1.3 Site-Specific Products

Include a listing of site-specific products completed. Examples include the sampling and analysis plan, quality assurance project plan, site investigation/assessment reports, and remediation plans and designs.

1.4 Other Deliverables/Work Products

List other deliverables or work products completed in the reporting period and provide as attachments. The following are examples of attachments:

- list of properties considered for pilot activities
- community meeting minutes or summaries
- educational brochures
- newspaper articles about the pilot properties or the pilot program
- photographs of properties

2. PROJECT FUNDS EXPENDED

Include tables with details about how much was spent by task and object class. Table 1 summarizes the overall expenses for the project.

Table 1: Summary of Costs Incurred for Project

Object Class	Current Approved Budget	Costs Incurred This Quarter	Costs Incurred to Date	Total Remaining
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Other				
Total				

3. BUDGET AND OVERALL PROJECT STATUS

Include an estimate of the time and funds needed to complete the activities identified in the approved workplan, comparing that estimate with the time and funds remaining, and provide an explanation for any changes. If overall, the project is expected to be on target, please state so. For example, individual tasks may be behind schedule, but overall, is the project expected to be completed on time and within budget?

4. SCHEDULE

Submit a revised schedule if changes have occurred.

5. MINIMUM REPORTING REQUIREMENTS

In addition to describing the work accomplished during the reporting period, recipients are required to complete Property Profile Forms provided by EPA (OMB Form No. 2050-0192). A Property Profile Form is required for each property assessed using EPA grant funds.